



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR SEE DISTRIBUTION

28 JUN 2001

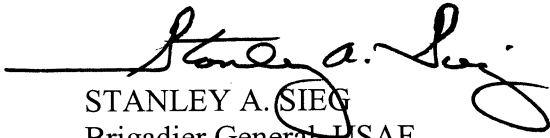
FROM: HQ AFMC/PK/DR
4375 Chidlaw Road
Wright-Patterson AFB OH 45433-5006

SUBJECT: Services Acquisition Training Roadshow

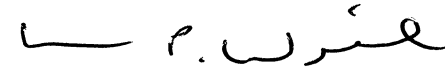
1. Did you know that the services we acquire now outnumber the supplies we acquire? We have a can't-miss training program for the whole acquisition team, including your requiring activities, contracting, engineers, financial management, and supply chain management personnel. A cross-functional team of headquarters and field persons developed this interactive services acquisition training. We have planned a series of roadshow training sessions (Atch 1) to be presented, July through September, over a four-hour time slot. This training is practical, informative, and worth attending—don't let your people miss out.
2. In today's complex and competitive environment, there are many questions our acquisition personnel should ask concerning the best acquisition strategy for the services we buy. Do we write a new contract or use someone else's? Who is the best in this area, anyway? AFMC? Another Air Force organization? Another service? General Services Acquisition (GSA)? What are some of the considerations? Questions such as these make it difficult to choose the best course of action.
3. The training will heighten awareness, highlight new policy on advisory and assistance services, performance-based services acquisition, military interdepartmental purchase requests and the Economy Act, GSA, and multiple award task order contracts. Trainees will learn how to avoid some of the deficiencies, identified by auditors, by working through some exercises.
4. This training has been presented to all the HQ AFMC two-letter directorates and validated by an ASC, MSG, and AFMC cross section of experience levels. We are excited about this training and believe it will meet everyone's need. You are highly encouraged to send anyone to this roadshow that is involved in the services arena and who is at the intermediate level in his or her acquisition career. Attendance may be counted toward the 80-hour continuous learning requirements for your acquisition work force.

5. Center contracting organizations have taken the lead on setting up the locations for the training. They have also identified center roadshow points of contact (Atch 2). Our AFMC roadshow coordinator, Ms. Cecelia Benford, will be coordinating the final details with them.

6. If you have any questions, call or have your staff contact our points of contact, Ms. Cecelia Benford, HQ AFMC/PKPC, DSN 986-0343, or Ms. Lee Huntington, HQ AFMC/PKPC, DSN 986-0325.



STANLEY A. SIEG
Brigadier General, USAF
Director of Contracting



MICHAEL P. WIEDEMER
Major General, USAF
Director of Requirements

Attachments:

1. Roadshows Points of Contact
2. Roadshows Schedule

DISTRIBUTION:

AAC/CD
AEDC/CD
AFFTC/CD
AFRL/CD
ASC/CD
ESC/CD
311th HSW/CD
OC-ALC/CD
OO-ALC/CD
WR-ALC/CD

CC:

AFRL/DE	ESC/PIW
AFRL/HE	OO-ALC/PKL
AFRL/IF	MSG/PK
AFRL/ML	SSG/PK
AFRL/MN	DET 1 AFRL/PK
AFRL/PR	DET 8 AFRL/PK
AFRL/SN	38 EIG/PK
AFRL/VA	HQ AFMC/AQ/DR/LG
AFRL/VS	HQ AFMC/PKL/PKO/PKP/PKS
AFRL/XP	SAF/AQC
AFOSR/CC	SAF/AQX
AFRL/HEK	AF/PEO
AFRL/IFK	
AFRL/MNK	
AAC/PK	
AEDC/PK	
AFFTC/PK	
AFOSR/PK	
AFRL/PK	
ASC/PK	
ESC/PK	
311 th HSW/PK	
OC-ALC/PK	
OO-ALC/PK	
WR-ALC/PK	
CPSG/RMK	

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Roadshows Schedule				
Dates	Day	Time	Center	Conference Room/Name/Bldg No.
Week 1				
16-Jul	Mon	0800	ASC/PKW	Bldg 1, FM Conf Rm
16-Jul	Mon	1300	ASC/PKW	Bldg 1, FM Conf Rm
17-Jul	Tue	0800	ASC/PKW	Bldg 1, FM Conf Rm
17-Jul	Tue	1300	ASC/PKW	Bldg 1, FM Conf Rm
18-Jul	Wed	0800	MSG	Bldg 643, Room 115
18-Jul	Wed	1300	ASC/PK	Bldg 643, Room 115
19-Jul	Thu	0800	ASC/PK	Bldg 643, Room 115
19-Jul	Thu	0800	Det 1 (WL)	Bldg 167, room 100
19-Jul	Thu	1300	ASC/PK	Bldg 643, Room 115
19-Jul	Thu	1300	Det 1 (WL)	Bldg 167, Room 100
20-Jul	Fri	0800	AFRL Cust	Bldg 1, FM Conf Rm
Week 2				
23-Jul	Mon	0800		No briefing
23-Jul	Mon	1300	SSG	Bldg 892 Auditorium
24-Jul	Tue	0800	SSG	Bldg 892 Auditorium
24-Jul	Tue	1300	Travel	
25-Jul	Wed	0800	AAC/AFRL/MNK	Bldg 871, Rooms 2 & 3
25-Jul	Wed	1300	AAC/AFRL/MNK	Bldg 871, Rooms 2 & 3
26-Jul	Thu	0800	AAC/AFRL/MNK	Bldg 871, Rooms 2 & 3
26-Jul	Thu	1300	AAC/AFRL/MNK	Bldg 871, Rooms 2 & 3
27-Jul	Fri	0800		No briefing
Week 3				
30-Jul	Mon			No briefing
31-Jul	Tues	0800	Travel	No briefing
31-Jul	Tues	1300	AEDC	A&E Admin Bldg, Trng Rm D
1-Aug	Wed	0800	WR-ALC	Bldg 300, PKO Conf Rm
1-Aug	Wed	1300	WR-ALC	Bldg 300, PKO Conf Rm
2-Aug	Thu	0800	WR-ALC	Bldg 300, PKO Conf Rm
2-Aug	Thu	1300	WR-ALC	Bldg 300, PKO Conf Rm
3-Aug	Fri	0800	WR-ALC	Bldg 300, PKO Conf Rm
3-Aug	Fri	1300	WR-ALC	Bldg 300, PKO Conf Rm
30-Jul	Mon	0800		No briefing
31-Jul	Mon	1300	Rome	Bldg 106, Room W174
31-Jul	Tue	0800	ESC	Bldg 1728 Room H
1-Aug	Tue	1300	ESC	Bldg 1728 Room H
1-Aug	Wed	0800	ESC	Bldg 1728 Room H
2-Aug	Wed	1300	ESC	Bldg 1728 Room H

Dates	Day	Time	Center	Conference Room/Name/Bldg No.
2-Aug	Thu	0800	ESC	Bldg 1728 Room H
3-Aug	Thu	1300	ESC	Bldg 1728 Room H
3-Aug	Fri	0800	ESC	Bldg 1728 Room H
3-Aug	Fri	1300		No briefing
Week 4				
6-Aug			No Roadshow	
Week 5				
13-Aug	Mon			No briefing
13-Aug	Mon	1300	CPSG/RMK	Bldg 1530, Conf Rm 260, Kelly AFB
14-Aug	Tues	0800	311th HSW	School of Aerospace Medicine
14-Aug	Tues	1300	311th HSW	School of Aerospace Medicine
15-Aug	Wed	0800	Travel	
15-Aug	Wed	1300	Det 8 (Phillips)	Bldg 434, room 105
16-Aug	Thu	0800	Det 8 (Phillips)	Bldg 434, room 105
16-Aug	Thu	1300	Det 8 (Phillips)	Bldg 434, room 105
17-Aug	Fri			No briefing
Week 6				
20-Aug	Mon		No briefing	
21-Aug	Tues	0800	38 EIG/PK	Bldg 4023, 38 EIG Theater
21-Aug	Tues	1300	OC-ALC	Bldg 3001, PK Conf Room
22-Aug	Wed	0800	OC-ALC	Bldg 3001, PK Conf Room
22-Aug	Wed	1300	OC-ALC	Bldg 3001, PK Conf Room
23-Aug	Thu	0800	OC-ALC	Bldg 3001, PK Conf Room
23-Aug	Thu	1300	OC-ALC	Bldg 3001, PK Conf Room
24-Aug	Fri	0800	OC-ALC	Bldg 3001, PK Conf Room
Week 7				
27-Aug	Mon		No briefing	
28-Aug	Tues	0700	OO-ALC	Bldg 1279, Rooms 4 & 5*
28-Aug	Tues	1200	OO-ALC	Bldg 1279, Rooms 4 & 5*
29-Aug	Wed	0700	OO-ALC	Bldg 1279, Rooms 4 & 5*
29-Aug	Wed	1200	OO-ALC	Bldg 1279, Rooms 4 & 5*
30-Aug	Thu	0700	OO-ALC	Bldg 1279, Rooms 4 & 5*
30-Aug	Thu	1200	OO-ALC	Bldg 1279, Rooms 4 & 5*
31-Aug	Fri			
				*Corrected from Room 40 TO 4 & 5

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